

Department Notice

All Employees: State • USAID



June 15, 2005

FOREIGN SERVICE INSTITUTE

TRANSITION CENTER SUMMER/FALL SCHEDULE 2005

Foreign Service Life

Communicating Across Cultures (MQ 802)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$190

Aug 13 Oct 28

- Explore ways to bridge the cultural communication gap.

Protocol and U.S. Representation (MQ 116)

9:00 a.m. – 4:30 p.m. (Saturday)

Non-State tuition rate: \$190

June 25 July 16 Aug 20

Sept 10 Oct 29 Nov 19

- Receive practical training in diplomatic protocol and etiquette.

Realities of Foreign Service Life (MQ 803)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$190

July 23 Nov 5

- What is it like to be part of the diplomatic community overseas?

Explaining America (MQ 115)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$190

July 9 Sept 30

- Introduces techniques for responding to questions about American society in social situations.

Promoting Wine Overseas (MQ 856)

6:00 pm- 8:30 pm

Non-State tuition rate: No charge

July 27 (Wed. evening)

- Explore wine with a wine expert

Re-entry and Going Overseas Series

There is no charge for any of the Re-entry/Going Overseas presentations

Transition to Washington for Foreign-Born spouses (MQ 302)

9:00 a.m. – 12:00 p.m.

Non-State tuition rate: No charge

Oct 15

- Introduces foreign born newcomers to D.C. and the American culture.

Foreign Service Families

Raising Bilingual Children (MQ 851)

6:00 p.m. – 8:30 p.m.

Non-State tuition rate: No charge

Nov 16

- Learn pros and cons of raising children bilingually and identify local resources for training and support.

Emergency Medical Care and Trauma Workshop (MQ 915)

9:00 a.m. – 4:30 p.m.

Non-State tuition rate: \$190

June 29 Oct 19

- Learn emergency-care techniques which could save a life.

Young Diplomats Day (MQ 250)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: No charge

June 20 July 11 July 25 August 1

- An introduction to the world of diplomacy for USG employee's children, (grades 2-12) Separate classes for students according to age.

A parent must be on campus while child attends.

Employment Options

Post Options for Employment and Training Overseas (MQ 703)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$190

Aug 17 Oct 27

- Investigate work options overseas.
- Make realistic career plans as an internationally mobile spouse.

Targeting the Job Market (MQ 704)

9:00 a.m. – 1:00 p.m.

Non-State tuition rate: \$190

Aug 31&Sep 8 Nov 8&15

- Write a resume that will position you for today's job market.

(Each class consists of two half-day sessions.)

English Teaching Seminar: An Employment Option (MQ 107)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$380

Nov 28-29

- Overview of teaching English as a second language.

Making Presentations: From Design to Delivery (MQ 111)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$570

Oct 31 – Nov 2

- Learn the basics of presentation design, facilitation, and evaluation.

Personal and Financial Planning

Regulations, Allowances and Finances in the Foreign Service Context (MQ 104)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$570

June 22-24 Oct 5-7 Nov 30-Dec 2

- Experts discuss pertinent legal, financial and Department of State regulations and allowances.

Transition Planning

Job Search Program (RV 102)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$3,300

Oct 3-Nov 30

(30 days for CS and 60 days for FS retirees)

- Experts & activities help employees with transition issues & how to find outside employment.

Retirement Planning Workshop (RV 101)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$550

Sept 27-30 Nov 29-Dec 2

- Experts cover various aspects of retirement – annuities, taxes, health, financial & estate planning & more.

Financial Management & Estate Planning Workshop (RV 103)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$110

Sept 29 Dec 1

- Learn how to manage money and leave it to your heirs.

Annuities, Benefits & Social Security Workshop (RV 104)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$110

Sept 28 Nov 30

- Learn more about your annuity, Social Security, and other benefits and how they affect each other.

Security Overseas Seminar

Security Overseas Seminar (SOS; MQ 911)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$380

Family rate: \$400

Two day course (Mon/Tues)

See hard copy or online course catalog for dates.

- Security experts discuss personal preparedness. SOS meets the five-year requirement for mandatory security training.

>If an employee is enrolled in SOS, an eligible family member over 18 years of age may attend SOS for an additional \$20 fee.

>See FSI Course Catalog or SOS notice for scheduled course dates.

Advanced Security Overseas Seminar (ASOS; MQ 912)

8:30 a.m. – 4:15 p.m.

Non-State tuition rate: \$190

Family rate: \$210

One day course (Tues)

See hard copy or online course catalog for dates.

- Offered for those updating security training after five or more years of service and have taken SOS.

>If an employee is enrolled in SOS, an eligible family member over 18 years of age may attend SOS for an additional \$20 fee.

Youth Security Overseas Seminar (YSOS; MQ 914)

9:00 a.m. – 4:00 p.m.

June 21 July 5 July 12

July 19 July 26 Aug 2

- YSOS is for students grades 2-12.
- Explores safety and security threats that may be faced in an overseas environment and identifies resources that may be used for protection.

A parent must be on campus while the child attends.

**If the child's parent is taking either an ASOS or SOS course close to the date of the child's SOS, there is a \$20 family charge.*

Overseas Briefing Center

Hours: 8:15 a.m. – 5:00 p.m., Monday through Friday with extended hours on selected evenings and Saturdays. Anyone not holding a DOS badge must pre-register for entry after 5:00 p.m. and on Saturdays.

Post briefing boxes, videotapes, CDs, DVDs, Internet access, cultural guides, school information and materials about life in the Foreign Service are available.

Families are welcome in the OBC.

To contact the OBC call **(703) 302-7276** or e-mail FSIOBCInfoCenter@state.gov.

How to Register:

FSI/TC courses are open to USG employees and EFMs (eligible family members) planning for or returning from overseas postings. Classes are held at the Shultz Center, 4000 Arlington Boulevard, Arlington, VA and fill quickly. Check the FSI course catalog on the Department's OpenNet (<http://fsi.state.gov>) for space availability.

For **tuition-based** courses, non-State employees/family members submit an SF 182 (with fiscal data) through their Training Officer to the Office of the Registrar at FSI. State Foreign Service employees and EFMs enroll through the employee's CDO. State Civil Service employees enroll through their Bureau's Training Officer. EFMs are admitted to RV 101, RV 103 and RV 104 on a space-available basis only and must register through TC at 703-302-7407. FSI Registrar must receive written notice of cancellation five workdays before the course begins.

For **non-tuition** workshops, all employees/family members, regardless of agency, register through TC at **703-302-7268 or E-mail:**

FSITCTraining@state.gov

Deadline for all TC registrations are by 11:30 am the day before the class. Be advised, some classes may be full by this date.

<http://fsi.state.gov/fsi/tc> (Intranet)
<http://www.state.gov/m/fsi/tc> (Internet)

In consideration of others, please arrange your own childcare when you are attending FSI TC classes. Programs appropriate for children are indicated in the FSI catalog or on TC advertisements.

